

**AZTWS Board Meeting  
January 12, 2015  
Meeting Minutes – Final  
3:00 – 4:25 PM**

**Attendees:** Natalie Robb (President), Melanie Culver (President-Elect), Locana de Souza (Treasurer), Kay Nicholson (Recording Secretary), Audrey Owens (Corresponding Secretary), Tiffany Sprague (Board Member), Dean Pokrajac (Webmaster)

**Absent:** Holly Hicks (Board Member), Darren Julian (Continuing Education), Jon Hanna (Conservation Affairs)

**Action Items:**

- All Board members will look for potential President-Elect candidates
- Holly will send the announcement to the universities to see if we can get students involved as Board members
- Melanie will send ballots out to the membership via email on January 24, 2015
- Melanie will send an email to Board members to vote for the Hungerford Award winner
- Audrey will prepare certificates for award winners and bring them to the JAM
- Natalie will bring the frames for the certificates to the JAM
- Melanie will check out Hon-dah online and then send info to the Board to vote on the 2016 JAM location via email.
- Kay will print copies of the responsibilities of the various JAM committees to bring to the JAM
- Melanie will store the posterboard stands after the JAM until the 2016 JAM
- Dean will send receipts for website expenses to Locana

**Motions:**

- Tiffany motioned to approve and seconded by Natalie to approve December meeting minutes

**Proceedings:**

1. Officer Elections

- We currently have nominations for all positions except President-Elect
  - Board members will continue to look for potential President-Elect candidates
- Holly will send the announcement to the universities to see if we can get any students involved in the Board
- Melanie will send ballots out to the membership via email on January 24, 2015

2. Awards

- Award nominations were received for all awards except Wild Hare and Scrapping Bear
- Three nominations were received for the Hungerford Award
  - Melanie will send an email to Board members to vote for the award winner
- Audrey will prepare certificates for award winners and bring them to the JAM
- Natalie will bring the frames for the certificates to the JAM
- Payment needs to be sent for the student winners (presentation/poster winners)

3. Logo

- The Board voted to approve the logo titled "AZTWS1" that had previously been sent out via email

- Discussion on different size font for AZ and TWS. The Board decided to keep all letters the same size.
4. Approval of 4 December, 2014 Board Meeting Minutes
    - Tiffany motioned to approve and seconded by Natalie to approve December meeting minutes
  5. JAM planning
    - The Board decided that a suite will not be reserved for an additional social at the JAM, as there are already numerous activities packed into a tight schedule
    - The AZTWS Business Meeting will be at 4:30pm on Thursday, February 5, 2015 at the JAM
    - Melanie will be attending the JAM planning meeting this Thursday
    - Next year AZTWS will be hosting the JAM. The Board decided to determine the location soon so we can recruit committee chairs at this year's JAM
      - Hon-dah has been a good venue in the past. Melanie will check it out online.
      - The Board will vote over email once we have some additional information on Hon-dah.
    - Kay will print copies of the responsibilities of the various JAM committees to bring to the JAM
    - Posterboard stands need to be stored somewhere after the JAM until the 2016 JAM
      - Melanie volunteered to store them
  6. Committee Chairs
    - Chairs are needed for the Membership Committee and Continuing Education Committee
  7. Continuing Education Committee
    - A couple of applications were received in the fall. A response on approval is needed from Darren Julian.
    - Tiffany is not reimbursed by her employer for attending the JAM. The Board voted to approve paying for the cost of Tiffany's registration to attend.
  8. Website
    - Dean spent approximately \$120 for hosting the AZTWS website for one year
      - He will send receipts to Locana
    - Our website can be accessed using both [aztws.org](http://aztws.org) and [aztws.com](http://aztws.com)
    - Dean is not finished uploading all of the content for the site yet
      - The most recent newsletter has been uploaded
      - The JAM and Operations manuals have been uploaded
      - Members can register for AZTWS and pay using PayPal
        - New members get an automated email welcoming them to the Chapter
        - An email is also sent automatically to [arizonatws@gmail.com](mailto:arizonatws@gmail.com) to alert the Membership Committee Chair
    - Dean recommended having National TWS forward traffic from our subpage that they maintain to [aztws.org](http://aztws.org). The Board agreed.

*Adjournment*

4:25 PM meeting adjourned